

**MICHIGAN DRUG COURT GRANT PROGRAM
PROGRAM DESCRIPTION AND REQUIREMENTS
CALENDAR YEAR 2004**

Purpose Area (3) - Implementation Grant - Single Jurisdiction

Overview:

Single jurisdiction implementation grants are for jurisdictions that have completed a substantial amount of planning and are ready to implement a drug court. Completed planning documents addressing the issues identified in the planning grant requirements will need to be submitted for review as part of an implementation grant application. State funding is very limited so it is assumed that other county/community resources will be needed in order to implement a drug court. Preference for funding for implementation will go to jurisdictions that participate in the federal drug court planning initiative.

Purpose and Goals:

Single jurisdiction implementation grants will assist jurisdictions in developing program designs and implementing cost-effective drug court programs that are based on “Defining Drug Courts: The Key Components.” Thus the proposed drug court program should:

- A. Promote public safety and contribute to a reduction in substance abuse and recidivism among nonviolent adult and/or juvenile substance abusing offenders.
- B. Reduce reliance on incarceration within existing correctional systems and local jails.
- C. Use a nonadversarial approach to provide:
 - (1) Early identification, referral, and screening; early and frequent judicial supervision; special case processing; and random and frequent drug testing;
 - (2) Coordinated, managed, comprehensive, and appropriate substance abuse treatment services, as well as a full array of ancillary services ranging from, but not limited to, mental health, educational, vocational, public housing, and family health care; (Refer to federal guidelines on Comprehensive Care Continuum for further detail).
 - (3) Regular staffing and status hearings at which the supervising judicial official reviews the progress (or lack thereof) of each participating defendant;
 - (4) Appropriate incentives and sanctions, including the possibility of confinement, incarceration, or prosecution in the event of a defendant’s noncompliance with drug court program requirements;
 - (5) Ongoing criminal justice supervision and case management through pretrial, probation, or other supervised release programs, using monitoring, tracking, and case management.
- D. Establish monitoring and evaluation measures that will demonstrate the effectiveness of the program.
- E. Demonstrate coordination and collaboration with existing community resources and initiatives under way at the Federal, State, or local level to meet the needs of this population and forge new partnerships among criminal justice agencies (law enforcement, prosecution, defense, pretrial, probation), human services agencies, and community-based organizations to enhance program effectiveness.

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Program Requirements:

- I. **Applicant Summary:** The applicant summary attached should be completed including signatures as required.
- II. **Program Abstract:** A one page program abstract summarizing the goals and objectives of the grant request.
- III. **Drug Court Planning Documentation:** Drug court planning documents should be included addressing the issues outlined in the planning grant categories.
- IV. **Narrative:** The program narrative must not exceed 14 double spaced pages and must reflect the above purpose and goals which are based on “Defining Drug Courts: The Key Components”. The program narrative must include the following:
 - A. A problem statement that describes (½ - 1 page):
 1. The current case process in the jurisdiction
 2. The volume and any recent increases in nonviolent drug offenses
 3. The time frame (any delays) for case disposition
 4. The degree to which incarceration is currently relied upon for these offenders.
 - B. A goal statement that describes (1 page):
 1. The extent to which the proposed initiative will
 - a. Reduce drug use
 - b. Reduce drug-related crime
 - c. Alleviate court crowding
 - d. Alleviate incarceration in local jails
 - e. Achieve other goals
 2. How the achievement of the goals will be measured
 3. Measurable performance indicators
 - C. A description of the proposed drug court that includes (5 - 6 pages)
 1. Screening and eligibility
 - a. Who is responsible for screening offenders and who determines eligibility?
 - b. What are the screening and eligibility criteria?
 - c. Time period for initial screening
 2. Assessments
 - a. Who is responsible for conducting the assessments?
 - b. What are the assessment criteria
 - c. Time period for assessment
 3. Case Processing
 - a. How does the case enter the drug court
 - b. How is the case resolved as a result of the defendant’s successful or unsuccessful completion of the drug court program?

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IV. Narrative (cont):

4. Treatment continuum and plan including ancillary plan (Refer to federal guidelines on Comprehensive Care Continuum for further detail)
 - a. Who develops the treatment plan?
 - b. Who approves the treatment plan?
 - c. Describe the substance abuse treatment services available to participants.
 - (1) Is treatment provided through contract or in house?
 - (2) If through contract
 - (a) How many providers?
 - (b) Was there a competitive process?
 - (3) What is the range of substance abuse treatment services available?
 - d. Demonstrate that the most comprehensive treatment services will be available.
 - e. Describe the ancillary services available to the participants.
 - f. If there are phases, describe per phase:
 - (1) The time period (weeks or months) for each phase
 - (2) The number and type of treatment sessions, per hour, per week
 - (3) The number and type of drug tests per week
 - (4) Type of ancillary services and how they are integrated
5. Case management
 - a. Who is responsible for providing case management?
 - b. How frequent is case monitoring?
6. Judicial supervision
 - a. Are there staffing to discuss offenders' progress before the regular status hearings before the judge?
 - b. If yes, who participates?
 - c. How frequently does the drug court participant appear before the judge?
 - d. Who, other than the judge and the participant, participates in the status hearings (e.g. prosecutor, defense attorney, probation, treatment)?
7. Drug testing
 - a. How frequently will the participants be tested?
 - b. Who is responsible for drug testing?
 - c. What will be the response to a dirty urine?
8. Sanctions and incentives
 - a. List all the sanctions and incentives
 - b. Describe when and how they will be used.
9. Graduation requirements
10. Expulsion criteria

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IV. Narrative (cont):

- D. A description of the role of the Drug Court Team (½ page)
1. Identify the key players of the drug court.
 2. What are their roles and responsibilities?
 3. Describe the mechanisms for communication.
- E. A description of the evaluation and management information system plan (2 - 2-1/2 pages) (Refer to federal guidelines regarding evaluation of a drug court grant program for further detail)
1. Describe how the data will be collected and used to manage the program effectively.
 2. Describe the proposed process and outcome evaluation plans
 3. Describe the proposed data collection plans.
- V. **Budget:** The Budget Section of the grant application, including the Budget Narrative, should be completed according to the directions outlined in the Budget Section.
- VI. **Assurances:** Complete the Assurances Section of the grant application which includes required signatures.
- VII. **Letters of Support:** Letters of support should be attached as an Appendix to the Applicant Summary, Program Abstract, Narrative, Budget and Assurances sections of the grant application.

Letters of support are required from each of the five key team members (judge, prosecutor, defense attorney, treatment provider, and project director) from each jurisdiction included in the grant. If a treatment provider has not been selected, please include a letter from the director of the county substance abuse coordinating agency. The letters of support are not included in the 14 page limit for the narrative. Letters of support should include the following:

- A. An expression of support for the project;
- B. Willingness to participate in the development of the project;
- C. Role and responsibility in the planning process;
- D. Expected responsibilities and resources when the drug court is operational;
- E. Percentage of time devoted to both planning and operation of the drug court;
- F. Willingness to participate in a mentor drug court site visit, and participate in statewide drug court training conferences that may be offered.